



**CARYN COVE MALLOY**  
**DIRECTOR OF HUMAN RESOURCES**

# **TOWN OF ARLINGTON**

## **DEPARTMENT OF HUMAN RESOURCES**

**730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476**  
**PHONE (781) 316-3120 FAX: (781) 316-3129**

# **PAY AND CLASSIFICATION PLAN**

**Fiscal Year 2024**

*Issued January 2024*

*\*Updated April 2024 with Patrol Officers Agreement*



# SEIU

## ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL CLASSIFICATION PLAN

GRADE	POSITION TITLES	GRADE	POSITION TITLES
SEIU-14	DP Systems Manager	SEIU-7	Local Building Inspector
SEIU-13	NO POSITIONS ASSIGNED		Senior Programmer
SEIU-12	Operations Manager		Supervisor of Motor Equip. Repairs
SEIU-11	Assistant Town Engineer		Forestry Supervisor
	Executive Director - COA		Cemetery Supervisor
	Mngr of Enterprise Applications - IT		Program Supervisor - Recreation
	Supt. Of Building Maintenance		Recreation Facilities Supervisor
	Deputy Treasurer/Deputy Collector		Network and Desktop Support Technician
SEIU-10	Senior Civil Engineer	SEIU-6	Supervisor of Custodians - Night
	Grants Administrator		Senior Crime Analyst – Community Safety
SEIU-9	Supervisor of Highway		Director of Veteran's Services
	Supervisor of Water & Sewer	SEIU-5	Water and Sewer Account Manager
	Custodial Supervisor – Day		Assistant Town Clerk
	Assistant Comptroller	SEIU-4	Administrative Assistant – Police
	Supervisor of Bldg Maintenance	SEIU-3	NO POSITIONS ASSIGNED
SEIU-8	Plumbing and Gas Inspector	SEIU-2	NO POSITIONS ASSIGNED
	Master Mech/Public Safety Radio	SEIU-1	NO POSITIONS ASSIGNED
	Coord.		
	Wire Inspector/Supt. Of Wires		
	Parks Supervisor		

PREVIOUSLY KNOW AS SEIU-ATP

As amended May 2023

**SEIU  
FY2024**

FY24	1	2	3	4	5	6	7	8	Year 10	Year 15
<b>SEIU 1</b>	40,341	41,854	43,422	45,051	46,741	48,493	50,314	52,200	54,157	55,240
<b>SEIU 2</b>	44,823	46,504	48,248	50,057	51,938	53,882	55,902	57,998	60,173	61,377
<b>SEIU 3</b>	50,874	52,784	54,761	56,815	58,947	61,156	63,450	65,830	68,299	69,665
<b>SEIU 4</b>	57,996	60,172	62,427	64,772	67,197	69,719	72,333	75,046	77,860	79,418
<b>SEIU 5</b>	60,897	63,180	65,552	68,006	70,556	73,205	75,951	78,799	81,754	83,389
<b>SEIU 6</b>	63,636	66,024	68,499	71,068	73,733	76,500	79,367	82,344	85,431	87,140
<b>SEIU 7</b>	66,502	68,994	71,582	74,267	77,050	79,938	82,938	86,048	89,274	91,060
<b>SEIU 8</b>	68,827	71,409	74,087	76,866	79,748	82,738	85,839	89,059	92,398	94,246
<b>SEIU 9</b>	71,235	73,906	76,678	79,555	82,539	85,633	88,842	92,173	95,629	97,542
<b>SEIU 10</b>	73,731	76,497	79,365	82,340	85,427	88,631	91,955	95,403	98,981	100,961
<b>SEIU 11</b>	78,154	81,083	84,126	87,280	90,550	93,950	97,474	101,129	104,921	107,019
<b>SEIU 12</b>	84,408	87,570	90,855	94,225	97,796	101,465	105,269	109,217	113,313	115,579
<b>SEIU 13</b>	90,316	93,701	97,215	100,859	104,644	108,567	112,642	116,866	121,248	123,673
<b>SEIU 14</b>	98,443	102,134	105,963	109,940	114,063	118,338	122,777	127,381	132,158	134,801

# NON- UNION ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL CLASSIFICATION PLAN

GRADE	POSITION TITLES	GRADE	POSITION TITLES
MTP-14	Town Engineer Deputy Director of IT	MTP-6	Executive Secretary/AA – TM Env Planner/Conservation Agent Supervisor Vol. Services Worker's Comp Claims Coordinator Paralegal Tree Warden ADA Coordinator School Sustainability Coordinator
MTP-13	Public Information Officer Director of Youth Services Director of Public Health	MTP-5	Health Compliance Off/Sealer of W&M Office Manager – BOS Homeless Outreach Coordinator ZBA Administrator
MTP-12	Assistant Director of Planning & Community Development Assistant Director of Public Works Systems IT Analyst-Proj Manager Purchasing Officer Economic Development Coordinator Director of GIS/Project Manager	MTP-4	Benefits Administrator Senior Loan Officer Administrative Assistant – Facilities Comm Outreach and Engagement
MTP-11	Psychologist Sustainability Manager Senior Transportation Planner Director Diversity, Equity and Inclusion	MTP-3	Administrative Assistant – BOS Pre-School Director After School Program Director Communications Coordinator
MTP-10	Clinical Director- AYCC Public Health Nurse Manager Budget Director Management Analyst - TM	MTP-2	Asst After School Prog Director Medical Records Clerk
MTP-9	Assistant Director – HR	MTP-1	After School Instructor Pre-School Instructor Waste Compliance Inspector
MTP-8	Asst Clinical Director – AYCC Geriatric Nurse Clinician Public Health Compliance Officer Prevention Services Manager Public Health Nurse Environmental Plan/Conserv Agent		
MTP-7	Health Compliance Off Ins Dom Violence and Comm Resource Specialist Social Worker – COA Mental Health Clinician - AYCC Recycling/Zero Waste Coordinator		

**Administrative, Technical and Professional Salary Plan**  
**FY 2024**  
**NON-UNION**

	1	2	3	4	5	6	7	8
<b>MTP 1</b>	39,057	40,504	42,007	43,566	45,182	46,859	48,599	50,403
<b>MTP 2</b>	43,348	44,956	46,625	48,355	50,152	52,015	53,949	55,953
<b>MTP3</b>	49,138	50,965	52,859	54,824	56,863	58,977	61,169	63,449
<b>MTP 4</b>	55,952	58,036	60,194	62,434	64,757	67,167	69,672	72,266
<b>MTP 5</b>	58,726	60,913	63,181	65,531	67,973	70,506	73,130	75,858
<b>MTP 6</b>	61,352	63,632	66,004	68,461	71,013	73,657	76,402	79,250
<b>MTP 7</b>	64,092	66,477	68,953	71,520	74,185	76,950	79,820	82,795
<b>MTP 8</b>	66,319	68,787	71,351	74,010	76,766	79,630	82,596	85,679
<b>MTP 9</b>	68,623	71,178	73,832	76,583	79,438	82,399	85,472	88,662
<b>MTP 10</b>	71,012	73,655	76,400	79,248	82,201	85,267	88,448	91,749
<b>MTP 11</b>	75,242	78,046	80,956	83,973	87,108	90,356	93,727	97,225
<b>MTP 12</b>	81,225	84,252	87,395	90,658	94,037	97,548	101,190	104,966
<b>MTP 13</b>	86,879	90,120	93,481	96,969	100,590	104,344	108,243	112,282
<b>MTP 14</b>	94,659	98,191	101,856	105,656	109,603	113,697	117,939	122,347

# AFSCME

## ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL CLASSIFICATION PLAN

<b>GRADE</b>	<b>POSITION TITLES</b>
ATP 14 - ATP8	No Positions Assigned
ATP 7	Lead HVAC Technician
ATP-6	Junior Civil Engineer CDBG/Grants Administrator Cash Manager Head of Circulation
ATP-5	Assessor's Office Manager. Electrician Plumber Parking and Collections Manager
ATP-4	Administrative Asst/Billing Agent AYCC Office Manager – COA Office Manager – Planning and Community Development Animal Control Officer Office Manager – Fire Office Manager – Libraries Office Manager – Health and Human Services
ATP-3	Assistant Facilities Coordinator - Recreation
ATP-2	Water Account Clerk
APT-1	Off Hrs Rink and Rec Supervisor

**Administrative, Technical and Professional Salary Plan**  
**FY 2024**  
**AFSCME**

FY24	1	2	3	4	5	6	7	8	9
<b>ATP 1</b>	39,612	41,058	42,562	44,120	45,737	47,414	49,155	52,039	53,990
<b>ATP 2</b>	43,902	45,510	47,180	48,909	50,707	52,569	54,504	57,590	59,750
<b>ATP3</b>	49,694	51,519	53,413	55,378	57,416	59,532	61,723	65,084	67,525
<b>ATP 4</b>	56,506	58,590	60,748	62,987	65,312	67,721	70,226	73,901	76,672
<b>ATP 5</b>	59,281	61,468	63,736	66,086	68,528	71,061	73,685	77,493	80,399
<b>ATP 6</b>	61,906	64,186	66,558	69,016	71,567	74,211	76,956	80,885	83,918
<b>ATP 7</b>	64,647	67,032	69,507	72,074	74,739	77,506	80,374	84,431	87,597
<b>ATP 8</b>	66,874	69,343	71,905	74,564	77,320	80,185	83,151	87,313	90,587
<b>ATP 9</b>	69,177	71,734	74,387	77,137	79,993	82,954	86,027	90,296	93,682
<b>ATP 10</b>	71,566	74,209	76,954	79,803	82,755	85,822	89,003	93,384	96,886
<b>ATP 11</b>	75,797	78,600	81,510	84,527	87,662	90,911	94,282	98,861	102,568
<b>ATP 12</b>	81,780	84,806	87,950	91,213	94,592	98,102	101,744	106,602	110,600
<b>ATP 13</b>	87,434	90,675	94,034	97,524	101,145	104,898	108,798	113,920	118,192
<b>ATP 14</b>	95,213	98,745	102,409	106,210	110,156	114,253	118,494	123,982	128,631

\*Step 9 awarded after 10 years of service on the July 1 following 10 years of service.



**OFFICE ADMINISTRATIVE/NON-UNION  
CLASSIFICATION PLAN**

<b><u>GRADE</u></b>	<b><u>POSITION TITLES</u></b>
OFNU-1	No Positions Assigned
OFNU-2	Sr. Clerk & Typist - Library Sr. Clerk & Typist - COA
OFNU-3	Principal Clerk – Select Board Receptionist/Program Assistant – HHS
OFNU-4	Principal Clerk – DPW Principal Clerk/Bookkeeper – DPW Record Keeper – Inspections
OFNU-5	Information and Referral Specialist – COA Assistant Benefits Coordinator – HR Grants Accountant DEI (Diversity, Equity and Inclusion) Assistant
OFNU-6	Assistant Claims Coordinator – Legal
OFNU-7	No Positions Assigned

As amended May 2023

**Office Administration**  
**NON-UNION**  
**FY 2024**

2024	1	2	3	4	5	6	7	8
1	34,163	35,425	36,736	38,095	39,508	40,970	42,491	44,067
2	35,846	37,173	38,549	39,978	41,461	43,000	44,593	46,249
3	40,801	42,314	43,884	45,512	47,202	48,954	50,774	52,660
4	42,615	44,197	45,836	47,541	49,305	51,136	53,038	55,012
5	44,514	46,165	47,880	49,660	51,503	53,417	55,402	57,465
6	47,818	49,597	51,438	53,347	55,332	57,389	59,525	61,741
7	50,660	52,543	54,495	56,524	58,624	60,807	63,068	65,415

# OFFICE ADMINISTRATIVE/AFSCME CLASSIFICATION PLAN

<b><u>GRADE</u></b>	<b><u>POSITION TITLES</u></b>
OA-1	Telephone Operator
OA-2	Sr. Clerk & Typist - Assessors Library Assistant Senior Clerk & Typist - Police
OA-3	Pr. Acct. Clerk/Cashier - Treasurer Output Media Handler Pr. Clerk – Cemetery Pr.
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Senior Library Assistant Detention Attendant Zoning Assistant Pr. Clerk - Town Clerk Pr. Acct. Cl./Bk. - Comptroller
OA-5	Administrative Assistant - DPW Head Cashier Pr. Sr. Acct. Cl./Bk. – Treasurer Pr. Clerk & Typist – Community Safety Assistant Collector (W) Assistant Collector (E) Records Attendant – Police Treasurer's Assistant Special Projects Clerk – Police Recreation Administrative Asst – Payroll Recreation Administrative Asst – Accounts Payable Asst. Reg. Voters
OA-6	Water Account Clerk. - DPW Assistant Collector (RE)
OA-7	Data Collector Information Technology Administrative Assistant Senior Accountant

As amended May 2023

**OFFICE ADMINISTRATION**  
**AFSCME**  
**FY 2024**

<b>FY2024</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
	<b>1</b>	34,718	35,980	37,290	38,651	40,064	41,527	43,046	45,703	47,417
	<b>2</b>	36,401	37,729	39,104	40,533	42,015	43,555	45,150	47,886	49,682
	<b>3</b>	41,356	42,870	44,439	46,068	47,757	49,509	51,329	54,296	56,332
	<b>4</b>	43,170	44,752	46,391	48,096	49,860	51,691	53,593	56,648	58,772
	<b>5</b>	45,069	46,720	48,436	50,215	52,058	53,973	55,956	59,101	61,317
	<b>6</b>	48,373	50,152	51,993	53,902	55,888	57,944	60,080	63,376	65,753
	<b>7</b>	51,216	53,098	55,051	57,080	59,179	61,362	63,623	67,052	69,566

\*Step 9 awarded after 10 years of service on the July 1 following 10 years of service.

# 680 UNION MC

## CLASSIFICATION PLAN

<b><u>GRADE</u></b>	<b><u>POSITION TITLES</u></b>
MC 8	Bldg Craftsman (Planning and CD) Working Foreman/Motor Equip. Rep. HVAC Technician II Working Foreman - Tree Climber Working Foreman Highway Working Foreman Water & Sewer
MC 7	Motor Equipment Repairman - DPW Motor Equipment Repairman - Comm. Safety Working Foreman - Carpenter Working Foreman – Cemetery Working Foreman – Laborer Working Foreman – Paint Shop Working Foreman – Mason Water Systems Maintenance Craftsman
MC 6	Senior Building Custodian - AHS Senior Building Custodian - Grounds Public Safety Dispatcher Motor Equipment Operator III – Water Motor Equipment Operator III – Catch Basin Motor Equipment Operator III - Crane Tree Climber
MC 5	Special Motor Equip. Operator III Heavy Motor Equipment Operator II – Patch Crew Carpenter Mason Dispatcher – DPW Water Meter Technician
MC 4	Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Park Maintenance Craftsman Facility Attendant Night Dispatcher - DPW
MC 3	Motor Equipment Operator I
MC 2	Bldg Custodian - School
MC 1	Laborer - Natural Resources Grounds Maintenance Worker Laborer - Highway, Water, Sewer Parking Control Officer Van Driver*

\*Non Union Positions

*As amended May 2023*

## 680 MC Positions Salary Plan FY2024

FY24	1	2	3	4	5	6	7
<b>MC 1</b>	\$19.97	\$20.74	\$21.57	\$22.40	\$23.28	\$24.79	\$25.72
<b>MC 2</b>	\$21.46	\$22.27	\$23.13	\$24.04	\$24.98	\$26.53	\$27.53
<b>MC 3</b>	\$21.95	\$22.81	\$23.74	\$24.64	\$25.58	\$27.19	\$28.21
<b>MC 4</b>	\$22.61	\$23.48	\$24.41	\$25.35	\$26.33	\$27.97	\$29.02
<b>MC 5</b>	\$23.40	\$24.36	\$25.29	\$26.28	\$27.28	\$28.96	\$30.04
<b>MC 6</b>	\$24.69	\$25.67	\$26.65	\$27.70	\$28.78	\$30.53	\$31.67
<b>MC 7</b>	\$25.77	\$26.77	\$27.82	\$28.92	\$30.06	\$31.82	\$33.01
<b>MC 8</b>	\$26.53	\$27.57	\$28.64	\$29.79	\$30.93	\$32.75	\$33.97

\*Step 9 awarded after 10 years of service on the July 1 following 10 years of service.

## **PROFESSIONAL LIBRARIANS CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>
L4	Assistant Library Director IT Manager – Library
L3	Head of Adult Services Head of Children's Services Branch Librarian
L2	Head of Technical Services Head of Teen Services Technology Librarian
L1	Adult Services Librarian Librarian Children's Librarian

**SALARY PLAN**  
**Fiscal Year 2024**  
**Professional Librarians**

<i><b>FY24</b></i>	<i><b>Step 1</b></i>	<i><b>Step 2</b></i>	<i><b>Step 3</b></i>	<i><b>Step 4</b></i>	<i><b>Step 5</b></i>	<i><b>Step 6</b></i>	<i><b>Step 7</b></i>
<i><b>1</b></i>	58,122	60,301	62,562	64,908	67,342	69,868	72,488
<i><b>2</b></i>	65,507	67,963	70,512	73,155	75,900	78,746	81,698
<i><b>3</b></i>	69,850	72,470	75,187	78,007	80,933	83,968	87,116
<i><b>4</b></i>	78,931	81,890	84,961	88,147	91,454	94,882	98,441



**Patrol Officer's Association  
Ranking Officers and Firefighters'/FY2024  
Classification and Salary Plans**

<b>PATROL OFFICERS ASSOCIATION</b>	
<b>FY24</b>	
1(Hire)	63,056
2 (1y)	66,209
3 (2y)	69,519
4 (7y)	71,605
5 (10y)	73,753

<b>RANKING OFFICERS ASSOCIATION</b>						
<b>FY21</b>						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
SERGEANT	74,503	75,248	75,992	76,739	77,483	78,229
LIEUTENANT	87,168	88,041	88,911	89,784	90,655	91,527
CAPTAIN	101,115	102,126	103,137	104,148	105,160	106,170

<b>FIREFIGHTERS</b>	
<b>FY24</b>	
<b>Firefighters</b>	
1 (Hire)	58,340
2 (1y)	60,306
3 (2y)	65,550
4 (5y)	67,025
5 (10y)	69,505
6 (15y)	71,938
FF Max (25y)	73,736
<b>Lieutenants</b>	
base	78,652
2 (5y)	80,422
3 (10y)	82,433
4 (15y)	84,494
LT Max (25y)	85,592
<b>Captains</b>	
base	90,452
2 (5y)	92,487
3 (10y)	94,799
4 (15y)	97,169
Captian Max (25y)	98,432
<b>Deputy Chiefs</b>	
base	104,019
2 (5y)	106,359
3 (10y)	109,018
4 (15y)	111,743
Deputy Chief Max (25y)	113,196

## Management Classification and Salary Plan FY 2024

<i>Grade</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>RANGE</i>	<i>Mid-point</i>	<i>Maximum</i>
<b>1</b>	92,875	96,360	99,972	103,722	107,613		111,647	134,210
<b>2</b>	102,907	106,766	110,767	114,923	119,234		123,705	148,705
<b>3</b>	113,197	117,443	121,844	126,413	131,158		136,075	163,573

Management 3    Chief of Fire (Fire and Rescue)  
 Chief of Police  
 Chief Information Officer  
 Deputy Town Manager - Finance  
 Deputy Town Manager - Operations  
 Director of Planning and Community Development  
 Director of Public Works  
 Facilities Director  
 Town Counsel

Management 2    Benefits Attorney/Workers' Compensation Agent  
 Comptroller  
 Director of Health and Human Services  
 Director of Inspectional Services  
 Library Director  
 Treasurer and Collector of Taxes  
 Director of Human Resources

Management 1    Board Administrator  
 Director of Assessment  
 Director of Recreation

Note: Progression through steps and the range based on performance.